

**Evaluation Tool for Basal Instructional Materials**  
*Aligned to the Kentucky Academic Standards for MATHEMATICS (GRADES 9-12)*

**GUIDANCE**

School Based Decision Making (SBDM) Councils are charged with adopting policy for the approval of curriculum and any accompanying instructional resources. In addition to or in place of basal\* resources, many schools select supplemental resources they feel can effectively be used to support teaching and learning. KRS 156.445(1) states that "No textbook or program shall be used in any public school in Kentucky as a basal\* title unless it has been recommended and listed on the state multiple list by the State Textbook Commission or unless a school and district has met the notification requirements under subsection (2) of this section . . ." which indicates that "a school council, or if none exists, the principal, may notify, through the superintendent, the State Textbook Commission that it plans to adopt a basal textbook or program that is not on the recommended list, by submitting evidence that the title it has chosen meets the selection criteria of the State Textbook Commission, . . . the subject specific criteria of the textbook reviewers . . . and complies with the required publisher specifications."

Prior to evaluation the evaluator or evaluating team should assemble all of the materials necessary for the evaluation. It is essential for evaluators to have materials for all courses covered by the program, as some criteria cannot be rated without having access to each course. In addition, each evaluator should have a reference copy of the Kentucky Academic Standards for Mathematics.

Before conducting the evaluation itself, it is important to develop a protocol for the evaluation process. The protocol should include having evaluators study the Evaluation Tool for Basal Instructional Materials. Additionally, it will also be helpful for evaluators to get a sense of each program overall before beginning the process. At a minimum, this would include reading the front matter of the text, looking at the table of contents, and paging through multiple chapters.

Part A of the Evaluation Tool for Basal Instructional Materials was adapted from the Instructional Materials Evaluation Tool (IMET) from Student Achievement Partners. For this reason, the IMET must be used in conjunction with this evaluation tool in order to assure quality and depth of support from the basal\* resource. IMET for K-12 Mathematics

*\* Basal: one that serves as the primary means of instruction in a content area for a grade level or course*